CHIEF SECRETARIAT

(GENERAL ADMINISTRATION DEPARTMENT)

(EFFICIENCY RESEARCH BUREAU)

Fixation of Standards of work for Typists in Government Offices

OFFICIAL MEMORANDUM

No. GAD 3 TOM 74, BANGALORE, DATED 4TH JULY 1974.

In Official Memorandum No. GAD 36 OSM 63 dated 20th December 1963, he workload for typists in the Secretariat was fixed at 20 to 25 full pages of yped matter per day. No norm of work load has been prescribed for the posts f typists in the sub-ordinate departments. It has been represented to overnment that orders in respect of norm of workload for typists in the ecretariat Departments may also be made applicable to the typists in all the ubordinate departments/offices of Government.

After examining the question in all its aspects and taking into account the orms adopted by the Government of India and certain other neighbouring tates, Government are pleased to order that the workload of typists in all overnment offices including those in Secretariat should be refixed as 7100 ords or *710 Lines of 10 Words Per day.*

The above standard will apply ' to straight typing ' from the running matter nanuscript or typed). Other kinds of typing such as those indicated below hould be converted to the basic type i.e., 'straight typing' in the following ıanner.

Kind of typing		*Table of conversion*
(i) Cutting Stencils.	...	*add* 25 per cent *i.e.* 100 lines to be treated as 125 lines.
(ii) Where three or more copies have to be taken out by inserting carbon papers.	...	*add* 25 per cent.
(iii) Statements	....	*add* 100 per cent.
(iv) Typing in half margin or draft forms.	....	*Deduct* 25 per cent (*i.e.* 100 lines to be treated as 75 lines.

In case of letters and other communications, the number of lines in the body : the letter or communication alone should be counted. An addition of six lines ıay be made for addresses and salutations together in respect of each letter or ɔmmunication.

Each typist has to maintain a worksheet in the following form. This work-ıeet should be checked every day by the Head Typist/Manager and once a week y the Branch Officer.

REGISTER OF WORK SHEET FOR TYPISTS

Department..... Section.....

Name of the Typist.....

Sl. No.	Case/Diary number of reference.	Number of lines/words typed.	Kind of typing (cutting Stencils, Statements, Typing in half margin or draft forms)	Number of copies taken out.	Remarks.
1	2	3	4	5	6
		Date			

The norm of workload is mainly intended for determining staff pattern for various offices and in times of urgency or when the workload is heavy on any particular occasion, the existing typists themselves have to attend to the additional work, if any.

Para 105(i) of the Secretariat Manual of Office Procedure and K.G.S. Form 6 will stand modified accordingly.

V. A. GUMASTE,

Deputy Secretary to Government, I/c
General Administration Department
(Efficiency Research)

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Review of promotions to the cadre of Under Secretaries to Government—Orders regarding.

READ :—

(1) O.M. No. GAD 4 IPF 73 dated 13th July 1973.

(2) The Karnataka State Civil Services (Regulation of promotion, pay and pension) (No. 2) Ordinance 1973, published in the Notification No. LAW 78 LGN 73 dated 16th November 1973.

ORDER NO. GAD 432 SGO 73 (B), DATED BANGALORE, THE 10TH APRIL 1974

The promotions already made so far from the cadre of Superintendents (Now Section officers) to the cadre of Under Secretaries to Government have been reviewed in the light of the final Inter State Seniority list of Superintendents of the Secretariat Service as on 1st November 1956 published in Notification No. GAD 189 INS 68, dated 15th November 1968, in accordance with the Karnataka State Civil Services (Regulation of promotion, pay and pension) (No. 2) Ordinance 1973 and the dates of eligibility of persons included in the final Inter-State Seniority list to the posts of Under Secretaries to Government, are as indicated in column 4 of the Statement annexed to this Order.

By Order and in the name of the Governor of Karnataka.

H. P. DHARANENDRANATH,

Under Secretary to Government,
General Administration Department (Services).